

## Performance Measures Quick-Check Sheet

Question	What is it asking for?	Reporting Period	Steps	Notes/Special Instructions
1	The total number of filled attorney positions paid by the Statewide Expansion of Hurrell-Harring contract and its amendments as of the last day of the reporting period.	Start of Statewide funding until the end of the current state fiscal year. <i>This question is CUMULATIVE.</i>	<p>Step 1: identify the type of position.</p> <p>Step 2: list the start date (pay attention to the definition of “rehires” in the instructions).</p> <p>Step 3: classify the position as a new hire, an upgrade of an existing hire, or on contract.</p> <p>Step 4: mark whether the position provides CAFA coverage.</p> <p>Step 5: list the number of cases this position is assigned.</p>	<p>This question counts <i>positions</i>, not people.</p> <ul style="list-style-type: none"> <li>→ <b>New hire</b> = a position that did not exist prior to Statewide funding</li> <li>→ <b>Upgrade of an existing hire</b> = a position that existed prior to Statewide funding, where Statewide funding increased the number of hours worked.</li> <li>→ <b>On Contract</b> = a position that has a contract with the provider office</li> </ul>
2	The total number of cases where CAFA representation was provided <i>and paid for by the Statewide Expansion of Hurrell-Harring contract funding.</i>	<p>April Report: previous state fiscal year [April to March]</p> <p>October Report: previous six months [April to September]</p>		
3	The total number of filled non-attorney positions paid by the Statewide Expansion of Hurrell-Harring contract as of the last day of the reporting period.	Start of Statewide funding until the end of the current state fiscal year. <i>This question is CUMULATIVE.</i>	<p>Step 1: identify the type of position.</p> <p>Step 2: list the start date (pay attention to the definition of “rehires” in the instructions).</p> <p>Step 3: classify the position as a new hire, an upgrade of an existing hire, or on contract.</p>	<p>This question counts <i>positions</i>, not people.</p> <ul style="list-style-type: none"> <li>→ <b>New hire</b> = a position that did not exist prior to Statewide funding</li> <li>→ <b>Upgrade of an existing hire</b> = a position that existed prior to Statewide funding, where Statewide funding increased the number of hours worked.</li> <li>→ <b>On Contract</b> = a position that has a contract with the provider office</li> </ul>

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4	<p>Training:</p> <p>a. The number of events completely or partially paid for with Statewide Expansion of Hurrell-Harring contract funding.</p> <p>b. The number of attorneys whose attendance at a training was paid for with Statewide Expansion of Hurrell-Harring contract funding.</p>	<p>April Report: previous state fiscal year [April to March]</p> <p>October Report: previous six months [April to September]</p>		<p>Q4.b counts: attorneys who attended external trainings.</p> <p>Q4.b does not count: attorneys who were attendees at a training hosted, sponsored, or cosponsored by the provider.</p> <p>EX: four attorneys in the office attended a training event in the next county over; their travel and lodging costs were paid with Statewide funds. <i>These four attorneys would be counted in Q4.b.</i></p> <p>EX: The Public Defender’s Office hosted a CLE, which was attended by 35 attorneys. <i>These 35 attorneys would <b>not</b> be counted in Q4.b. This event would be counted as 1 in Q4.a.</i></p>

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5	<p>Experts and Investigators:</p> <p>a. Dollar amount of retained expert services actually spent from Statewide Expansion of Hurrell-Harring contract funding.</p> <p>b. Dollar amount of retained investigative services actually spent from Statewide Expansion of Hurrell-Harring contract funding.</p>	<p>April Report: previous state fiscal year [April to March]</p> <p>October Report: previous six months [April to September]</p>		<p>“How is this different from Q3?” Q3 is asking for “in house” positions, where the non-attorney staff position is hired/contracted to work on the cases a provider has. Q5 is asking for contracted services where experts and investigators are retained on a case-by-case basis.</p> <p>Investigators assist defense counsel with factual investigations                      ≠ process serving or screening of clients for financial eligibility</p> <p>Experts = consulting and testifying experts, interpreters, social workers, case managers, etc.                      Experts ≠ process servers and transcript services.</p>

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6	<p>Experts and Investigators:</p> <p>a. Total number of cases in which an expert was used and paid with Statewide Expansion of Hurrell-Harring contract funding.</p> <p>b. Total number of cases in which an investigator was used and paid with Statewide Expansion of Hurrell-Harring contract funding.</p>	<p>April Report: previous state fiscal year [April to March]</p> <p>October Report: previous six months [April to September]</p>		<p>“How is this different from Q5?” Q6 differs in two ways:</p> <ol style="list-style-type: none"> <li>1. Q5 counts dollars spent; Q6 counts cases;</li> <li>2. Q5 is limited to Statewide Expansion contract funding spent on retained experts and investigators; it does not include funding spent on hired positions. Q6, in counting cases, includes cases where Statewide Expansion contract funding was used for a hired position providing expert or investigator services AND cases where funding was used to retain experts or investigators on a case-by-case basis.</li> </ol> <p>Investigators assist defense counsel with factual investigations            ≠ process serving or screening of clients for financial eligibility</p> <p>Experts = consulting and testifying experts, interpreters, social workers, case managers, etc.            Experts ≠ process servers and transcript services.</p>

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7	Narrative showing caseload reduction and explaining any challenges to caseload reduction.		<p>Questions 7-9 are not throw-away questions! ILS needs this information and uses it to provide concrete examples of the usefulness of the Statewide Expansion of Hurrell-Harring contract funding.</p>	
8	Narrative explaining CAFA coverage and any challenges to providing full CAFA coverage.			
9	Narrative showing improved quality representation and explaining any challenges to improving quality representation.			
10	Narrative detailing how ILS can assist in solving/addressing/brainstorming any of the challenges listed in Q7-9.		<p>This is not a throw-away question! ILS takes these answers seriously.</p>	
11	Narrative explaining any information provided in Q1-6 or additional relevant information.		<p>This is not a throw-away question! Use this question to explain any answers given in the rest of the survey that might need context.</p>	